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PLANNING AND DEVELOPMENT PROCEDURES LEADING TO THE CONSTRUCTION OF EDUCATIONAL FACILITIES.

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ARIZONA STATE BOARD OF DIRECTORS FOR JUNIOR COLL.

PUB DATE 17 JUL 67

EDRS PRICE MF-$0.25 HC-$2.04 49P.

DESCRIPTORS- *COLLEGE PLANNING, *CONSTRUCTION NEEDS, *DATA COLLECTION, *EDUCATIONAL FACILITIES, *JUNIOR COLLEGES, CONSTRUCTION COSTS, DATA ANALYSIS, EDUCATIONAL SPECIFICATIONS, METHODOLOGY, STUDENT ENROLLMENT,

THE PLANNING AND DEVELOPMENT PROCEDURES OUTLINED ARE FOR USE BY COLLEGE DISTRICT OFFICIALS AND PERSONNEL, ARCHITECTS, ENGINEERS, PLANNING CONSULTANTS, AND STATE OFFICERS IN CONNECTION WITH THE CONSTRUCTION AND FINANCING OF JUNIOR COLLEGE EDUCATIONAL FACILITIES. THE PURPOSE OF THE PROCEDURES IS TO EXPEDITE THE PLANNING PROCESS AND TO PROVIDE A MEDIUM FOR INTELLIGENT, ORGANIZED COMMUNICATION AMONG ALL CONCERNED. THE SEQUENTIAL STEPS IN THE METHOD ARE--(1) STATEMENT OF PROJECT NEED, (2) SELECTION OF ARCHITECT, (3) REQUEST FOR FUNDS, (4) EDUCATIONAL SPECIFICATIONS, (5) SCHEMATIC DESIGN PHASE, (6) DETAILED SPECIFICATIONS, (7) DESIGN DEVELOPMENT, (8) FINANCIAL PROGRAM, (9) CONSTRUCTION DOCUMENT PHASE, (10) BIDDING PROCEDURES, (11) RECORDS REQUIREMENTS, (12) CONSTRUCTION ACCOUNTS AND, (13) MINOR BUILDING PROJECTS. FORMS ARE INCLUDED FOR COLLECTING DATA NEEDED IN IMPLEMENTING OF THE STEPS. (HH)

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# PLANNING AND DEVELOPMENT PROCEDURES LEADING TO THE CONSTRUCTION OF EDUCATIONAL FACILITIES

Adopted by

Arizona State Board of Directors
For Junior Colleges
July 17, 1967

Prepared by

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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ARIZONA STATE BOARD OF DIRECTORS
FOR JUNIOR COLLEGES
Office of the Executive Director

# Planning and Development Procedures Leading to the Construction of Educational Facilities

## Introduction

The Planning and Development Procedures for Junior Colleges in Arizona are to be used by college district officials and personnel, architects, engineers, planning consultants, and state officials in connection with the construction and financing of junior college educational facilities. The purpose of the procedures is to expedite the planning process and to provide a medium for intelligent, organized communication among all concerned.

These procedures provide documentation of decisions reached and approved by all responsible parties prior to the time an architect has committed a building design to the final working drawings and specification stage. Not only do these procedures provide check points in the planning of college facilities, they also provide a check list for documenting basic planning and financing decisions. Its use, therefore, should improve both the understandings and working relationships among all parties directly concerned with and responsible for a given building project.

The proper use of the Planning and Development Procedures will give greater assurance to all related agencies:

1) that adequate planning time has been given each project;
2) that educational decisions affecting design have been considered in the early planning phases of each project;
3) that the completed project will reflect accurately the decisions reached during the planning and development stage;
4) that dollars spent on the project have been wisely invested.

ARIZONA STATE BOARD OF DIRECTORS
FOR JUNIOR COLLEGES
Office of the Executive Director

# Planning and Development Procedures Leading to the Construction of Educational Facilities

## Guidelines

The purpose of these procedures is to establish an orderly project development pattern, to insure sound planning and project refinement, to clarify areas of responsibility, and to effect an efficient working relationship among all agencies involved in the building project.

When the state board accepts federal or other agency funds, it is recognized that building procedures required by these grants or loans may take precedence over the stipulations of this document.

The following requirements are in sequential steps.

### I. Statement of Project Need

The district governing board will inform the state board of anticipated building needs and plans two years ahead of actual need, if possible. The notification will include the following points of information:

A. A brief descriptive narrative of the need for facilities.

B. Enrollment analysis (Ariz. J.C. Facilities Project Form #I, 1967).

C. Curriculum analysis (Ariz. J.C. Facilities Project Form #II, 1967).

D. Space allocations (Ariz. J.C. Facilities Project Form #III, 1967).

E. Financial analysis (Ariz. J.C. Facilities Project Form #IV, 1967).

F. Preliminary planning, development and construction calendar.

### II. Selection of Architect

The district will choose its architect who will enter into a contract with the state board for and in cooperation with the district governing board.

The contract document -- prepared by the State Board in conformity with (1) laws of Arizona; (2) the policies of the State Board; and (3) the Arizona Society of the Architects Institute of American's agreement form (1967 edition)-- will be approved

in formal resolution by the state board at a regularly scheduled meeting, signed by a member of the district board and a representative of the state board.

III. Request for Preliminary Planning Funds

Upon request of the college and/or the architect, with the approval of the board, the state board will apply for preliminary planning funds through HEFA or provide same from state board budget.

IV. Educational Specifications

Educational specifications are to include such information as the philosophy of the college, the kinds of buildings proposed, (i.e. general classroom, physical science, library, etc.), identification of the programs to be housed, the estimated numbers of students in each program (based on enrollment and curriculum analysis), spatial relationships, the number and kinds of rooms (i.e. 2 seminar, 2 lecture with 200 seats each), equipment needs (television, laboratory tables, blackboards, etc.) and other descriptions useful in undertaking the project requirements.

These shall be prepared by the college with consultants and the architect intimately involved.

V. Schematic Design Phase

The provisions of Articles 3.1.1 thru 3.1.3 of the contract with the architect will apply in this phase of the project development.

The district will supply the architect with educational specifications upon which he will base his recommended solution to the project problems. The architect will prepare a general description of the project and its probable cost for the district board and the state board's approval. (Ariz. J.C. Facilities Project Form #5, 1967, Section A, Items 1-5 and Section B)

A preliminary construction calendar will be developed jointly by the college, architect, and executive director of junior colleges.

The architect will work with the district board in master planning or reviewing past master plans for the maximum

optimum future use of the campus. There shall be a financial feasibility study for the project made by the financial advisor to the college (Ariz. J.C. Facilities Project Form #VI, 1967). The district board and state board, in the matter of approval of documents, and other responsibilities as owner, throughout the project, are governed by Article V of the contract with the architect.

Upon receiving the written approval of the boards of the preliminary design phase, the college, architect, and financial advisor will proceed to the next phase.

## VI. Detailed Educational Specifications

These shall be prepared by the college with consultants and the architect intimately involved.

Detailed educational specifications are to include space by space, utility outlets, sound treatment, desired lighting, color scheme, floor covering, equipment and furniture location, etc.

## VII. Design Development

The provisions of Articles 3.2.1 through 3.2.3 and Article 15 of the contract with the architect will apply in this phase of the project development.

The detail educational specifications will serve as the basic document during this phase. The district will prepare a detailed description of placement of equipment and utilities for each space within each project building. Close articulation is needed between consultants, architect, and college.

The project construction calendar, developed jointly by the college, architect, and executive director of junior colleges, will be prepared for approval by the separate boards.

## VIII. Financial Program

Based on an analysis of Building Project Form #V, a formal resolution from the district board will be recommended to the state board, pursuant to Sec. 15-686, A.R.S. the source of funds for the estimated project costs.

Upon receiving approval by the district board and state board of the financial program, authorization will be given to the college and the financial advisor to proceed with the documents for advertising.

## IX. Construction Document Phase

Working drawings and architectural specifications will be developed by the architect with assistance from the college. (Complete Section A, Items 6-8 of Ariz. J.C. Facilities Project Form #V, 1967)

The provisions of Articles 3.3.1 through 3.3.2 of the contract apply in this phase of project development.

The boards or their agents will review, based upon an agreed schedule, architect's work during this phase.

The documents will be reviewed by the boards or their representatives and approved before advertising bids.

## X. Bidding Procedures and Awarding Contract

The district and state boards will establish, in cooperation with the architect, the bidding calendar.

The architect will include his bid specifications alternates and/or additives to permit flexibility in bidding.

The construction contract will be awarded by the Arizona State Board of Directors for Junior Colleges, or its delegated representatives in cooperation with the district board. In case of bids coming in over available funds, the state board will, with the advice of its legal counsel and the architect, determine whether to negotiate a contract or to reject bids. Contract will be awarded on the lowest acceptable bid within the availability of funds.

The state board may delegate by resolution authority to approve and reject change orders which do not make significant changes in the plans and specifications and do not exceed a specific amount of money to be determined for the project.

## XI. Records Requirements

The architect is responsible for securing and preparing the necessary documents for final payment following the acceptance of the project. "Lien Waivers" shall be secured in accordance with Sections 33-981 and 33-993 of the A.R.S. The architect shall also present to the Executive Director of the state board and to the district board the project plan as built.

## XII. Construction Accounts

Building funds will be maintained in the district pursuant to the laws of Arizona and the accounting requirements of the Arizona State Board of Directors for Junior Colleges.

## XIII. Minor Building Projects

On building projects planned, pursuant to Sec. 34-201, A.R.S., or projects with gross cost not to exceed $10,000, pursuant to Sec. 32-144, A.R.S., the local district may petition the state board for exemption from the provisions of these requirements and, upon good cause being shown, the state board, after hearing, may waive the requirements of these procedures, except Sections VI and XII. Upon the completion of the project, a description of the project will be furnished the state board for inventory purposes.

ARIZONA STATE BOARD OF DIRECTORS
FOR JUNIOR COLLEGES
Office of the Executive Director

## Building Procedures
## Submittal and Approval Dates

Name of College _____

Building Project _____

I. District Governing Board's documents to State Board of anticipated building needs.

| | Date Submitted and/or Approved |
|---|---|
| A. A brief descriptive narrative of the need for facilities. | |
| B. Enrollment analysis (Ariz. J.C. Facilities Project Form #1, 1967) | |
| C. Curriculum analysis (Ariz. J.C. Facilities Project Form #II, 1967) | |
| D. Space allocations (Ariz. J.C. Facilities Project Form #III, 1967) | |
| E. Financial analysis (Ariz. J.C. Facilities Project Form #IV, 1967) | |
| F. Preliminary planning, development, and construction calender. | |
| II. Selection of architect<br>State Board contracts with architect | |
| III. Request for preliminary planning funds to State Board by District Board | |
| IV. Educational specifications | |
| V. Preliminary design phase | |
| A. Campus master plan | |
| B. Development of preliminary drawing by architect | |
| C. Statement of probable construction cost by architect | |

D. Preliminary construction calendar developed by college architect and state office _____

E. Financial feasibility study for project by financial advisor _____

F. Approval of preliminary drawings by district board, state board _____

_____

G. Approval of financial plan of support by the District Board, _____
by the State Board _____

H. State board authorization to college, architect, and financial agent to proceed to next phase _____

VI. Detailed educational specifications* _____

Approved by District Board _____

VII. Design development phase*

A. Working drawings and architectural specifications developed by architect with assistance from the college _____

B. Development of the construction calendar jointly by the college, architect and executive director of the state board _____

C. Approval for the architect and financial advisor to proceed with next phase of project- District Board approval _____

VIII. Approval of financial program by the District Board, _____
State Board _____

A. Authorization from the state board to prepare necessary documents for advertising _____

* State board allows district board and respective state board member to review and approve. The state board shall be informed periodically by written and/or oral communication of the progress of the project.

IX. Bond Advertisement

A. Revenue bond advertising administered by the fiscal agent - bid dates _____

B. General obligation bond election administered by the college - Advertising dates _____

Bond election _____

X. Bidding Procedures*

A. Construction advertising administered by the college - advertising dates _____

B. Bid opening _____

C. Bid awarded _____

D. Notice to Proceed _____

E. Start of construction _____

XI. Record Requirements

A. Receipt of project plans as built from architect _____

*State Board allows district board and respective state board member to review and approve. The state board shall be informed periodically by written and/or oral communication of the progress of the project.

Ariz. J.C. Facilities Project
Form #I, 1967

ARIZONA STATE BOARD OF DIRECTORS
FOR JUNIOR COLLEGES
Office of the Executive Director

# Enrollment Analysis

## Guidelines

An enrollment analysis provides the necessary data upon which all the other planning and development documents depend. However, what the student enrollment will be in the future is always conjectural.

A projection of enrollment cannot be expected to be exact but can only point the direction of change. Projections are necessary tools for anticipating and planning for future expansion. For most users, the value lies not in their absolute accuracy, but in their functions as indicators of trends and measures of approximate change.

Five categories have been designed into the analysis of enrollments to expose enrollment characteristics that are not only important to the individual college officials but also to the Governing Board and State Board of Directors for Junior Colleges. These categories will reveal which segments of the enrollment projections are least accurate. The error or errors can then be reduced over time.

Sections A, B, D and E have direct relevance to facility planning. In general, community college campuses are built to house the day enrollments only. Evening enrollments can be accommodated in the campus space allowed for day students or in rented facilities within high schools.

Section A - Students entering college for the first time are to be classified in this section. The total number of high school graduates in a given year within the district is requested also. This figure serves for comparison purposes only.

Section B - Students who have had prior college experience are classified in this section.

Section C - Students enrolled in evening classes on campus or off campus are classified in this section.

Section D.- This section provides data for the state board of directors and for determining the amount of state aid to the college.

Section E - This section is to be completed only if residence halls are to be built or expanded.

College_____
Date_____

ARIZONA STATE BOARD OF DIRECTORS
FOR JUNIOR COLLEGES
Office of the Executive Director

Enrollment Analysis
Day Enrollment

| | LAST TWO YEARS | | CURRENT YEAR | |
|---|---|---|---|---|
| | 19__,19__ | 19__,19__ | 19__,19__ | 19__, 19__ |
| **SECTION A - New College Students** | | | | |
| County High School Grads | | | | |
| County High School Grads Attending Junior College (% of Total) | ( ) | ( ) | ( ) | ( ) |
| Prior Grads from County High Schools | | | | |
| Out-of-County High School Grads | | | | |
| Prior Grads. from Out-of-County High Schools | | | | |
| Out-of-State Students | | | | |
| Foreign Students | | | | |
| Part-Time Day Students | | | | |
| Sub Total | | | | |
| **SECTION B - Prior College Students** | | | | |
| Sophomores (% of Former Freshman Class) | ( ) | ( ) | ( ) | ( ) |
| Fifth Semester Students | | | | |
| Transfers In | | | | |
| Sub Total | | | | |
| GRAND TOTAL | | | | |

ARIZONA STATE BOARD OF DIRECTORS
FOR JUNIOR COLLEGES
Office of the Executive Director

Ariz. J.C. Facilities Project
Form #1, 1967

Enrollment Analysis
Day Enrollment

| CURRENT YEAR | PROJECTED | | | | |
|---|---|---|---|---|---|
| 19__,19___ | 19__, 19__ | 19__, 19__ | 19__, 19__ | 19__, 19__ | 19__, 19__ |
| | | | | | |
| ( ) | ( ) | ( ) | ( ) | ( ) | ( ) |
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College_____
Date_____

**Evening Enrollment**

| SECTION C | LAST TWO YEARS 19___, 19___ | LAST TWO YEARS 19___, 19___ | CURRENT YEAR 19___, 19___ | CURRENT YEAR 19___, 19___ |
|---|---|---|---|---|
| Full time Students | | | | |
| Part-time Students | | | | |
| TOTAL | | | | |

**Full-Time Student Equivalents (FTSE)**

| SECTION D | | | | |
|---|---|---|---|---|
| Day-time Students (% of Total) | ( ) | ( ) | ( ) | ( ) |
| Evening Students (% of Total) | ( ) | ( ) | ( ) | ( ) |
| TOTAL | | | | |

**Residence Hall Occupancy**

| SECTION E | LAST TWO YEARS 19___, 19___ M | F | Total | 19___, 19___ M | F | Total | CURRENT YEAR 19___, 19___ M | F | Total | 19___, 19___ M | F | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| County Students | | | | | | | | | | | | |
| Out-of-County Students | | | | | | | | | | | | |
| Out-of-State Students | | | | | | | | | | | | |
| Foreign Students | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | |

Ariz. J.C. Facilities Project
Form #1, 1967

## Evening Enrollment

| | CURRENT YEAR | | | PROJECTED | | |
|---|---|---|---|---|---|---|
| | 19___, 19___ | 19___, 19___ | 19___, 19___ | 19___, 19___ | 19___, 19___ | 19___, 19___ |
| | | | | | | |
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## l-Time Student Equivalents (FTSE)

| | | | | | |
|---|---|---|---|---|---|
| ( ) | ( ) | ( ) | ( ) | ( ) | ( ) |
| ( ) | ( ) | ( ) | ( ) | ( ) | ( ) |
| | | | | | |

## Residence Hall Occupancy

| | CURRENT YEAR | | | | | | PROJECTED | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 19___, 19___ | | | 19___, 19___ | | | 19___, 19___ | | | 19___, 19___ | | | 19___, 19___ | | | 19___, 19___ | | |
| l | M | F | Total | M | F | Total | M | F | Total | M | F | Total | M | F | Total | M | F | Total |
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Ariz. J.C. Facilities Project
Form #II, 1967

ARIZONA STATE BOARD OF DIRECTORS
FOR JUNIOR COLLEGES
Office of the Executive Director

## Curriculum Analysis
## Instructions

I. Prior to beginning the survey, it is essential to obtain the following data:

A. The current full-time enrollment (students carrying 12 or more units).

B. The anticipated full-time enrollment for the year for which room requirements are to be determined.

C. The name of each faculty member, the courses he teaches and the enrollment in each class as of October 1 of the respective year.

D. A copy of the college catalog and a class schedule listing courses by department or sub-department.

II. Section A

A. Use only one sheet for each course (or group of similar courses); i.e., Business 1A, 1B, 50, 70, etc., should be on one sheet (yellow). Use separate sheets for laboratory or shop classes (white).

B. Enter each instructor's name in Column 1. Include all instructors teaching the courses listed on the respective page.

C. Enter each course, name and section number in Column 2 alongside the instructor's name.

D. In Column 3 enter the enrollment in each class and the number of times this class meets each week. For 1-1/2 or 2-hour classes use two lines. Use three lines for 3-hour laboratory sections.

E. Do not include P.E. classes meeting on the field, at the pool, in the main sections of the gym, or other specialized areas. Include only those using standard-type classrooms.

F. Multiply each class enrollment by the number of times the class meets each week, add these figures horizontally and enter the total in Column 4 for student hours per week.

G. Using the same procedure as in F, add the figures vertically to determine student hours per week meeting each hour. This will indicate the periods of light or heavy utilization of the college facilities.

H. Total Column 4 vertically for each page.

I. The sum of all Column 4's of all pages will give the total student hours per week for the entire college. This is a key figure and must be accurate.

J. Recheck all computations by machine before proceeding to Section B.

Section B

During the processing of Section B it will be necessary to have two conferences to determine college policy in regard to curriculum emphasis, class size, utilization, classes that can use the same rooms, and determination of which existing classrooms are adequate. It is recommended that the following be invited to these conferences: the College President, Dean of Students, Dean of Instruction, Dean of Institutional Research and Planning, Dean of Business Services, Division Chairmen, the College Architect, and the Executive Director of the State Junior College Board. These conferences will usually take two to three hours at each of the two sessions and should be scheduled approximately one week apart.

A. Complete the information called for on the cover sheet of Section B.

B. (Column 1) From the totals at the lower righthand corner of each sheet of Section A, transfer the students hours per week in each course to the space for these courses in Column 1 of Section B.

C. (Column 2) Divide each of the entries in Column 1 by Item 7 (see Cover Page) to obtain the percentages of student hours per week (Column 2) devoted to each subject. This can best be done on a slide rule. Do not carry beyond two decimal digits.

D. The total of Column 2 for all sheets of Section B should be 100% $\pm$ .5 of 1%.

E. Make five to ten copies of Section B by Verifax, Thermofax, or similar process.

F. At this point the first conference should be held. The conferees should determine:

1) Which courses are expected to expand, which to remain static regarding enrollment, and which may be dropped or expected to decrease. Each of the percentages in Column 2 must be "adjusted" to the future curriculum emphasis and the adjusted figure recorded in Column 3.

NOTE: If the college's total enrollment is expected to double, and the enrollment in English will also double, then the figure in Column 2 may also be entered in Column 3 since, as a percentage, the student hours per week will grow only as the enrollment grows. If, however, additional classes in English will be required of each student for graduation, then the figure in Column 3 must be increased in direct proportion to the added hours required. If a certain class is to be dropped, then the figure in Column 2 must be dropped to 0 for Column 3 and this amount added to other classes in Column 3.

2) Column 3 must add up to 100% ± .5 of 1%.

3) While the first conference is in session, the members present should determine the desired class size for each course listed. This may be the "limit" already determined for each course or the desired optimum class size for the future. (Use separate lines if classes are divided into large lecture groups and smaller discussion or quiz groups.)

4) Enter these class-size data in Column 5.

5) Have the members of the conference determine how many hours of classroom availability is desirable (from 8:00 a.m. to 5:00 p.m.) for each full week. (28 hours for lecture-discussion, 24 hours for lab-shop.) Enter these, or the figure determined by the conference, in the appropriate lines of Column 7 or Section B.

G. Complete the first portion of Section B for presentation at the second conference:

1) Multiply Item 8 of Cover Sheet (Future Student Hours Per Week) times the future curriculum emphasis (Column 3) for each course.

2) This will yield the Future Student Hours Per Week in each course for Column 4.

3) Divide each figure in Column 4 by Column 5 to obtain the class group per week for Column 6.

4) Divide Column 6 by Column 7 (Hours Available for Scheduling) to obtain the answers for Column 8 (Computed Teaching Space Needs).

H. At this point the second conference should be held.

1) The data are now ready for the second conference. At this conference each member should have copies of Section B completed to Column 8. As many of the figures in Column 8 are decimals, i.e., 3.7, 6.3, etc., it will be necessary to round these out to whole numbers since we are concerned with classrooms and cannot build fractional rooms. The conferees should:

   a) Use the next whole number if the decimal is over .5. Exceptions may be necessary, however.

   b) Seek courses that can share the same rooms and combine the figures for these. For example if Column 8 shows 6.3 for Foreign Languages and 8.5 for English, these can be combined for a total of 14.8 or 15 classrooms.

2) Column 10 (Adequate Teaching Spaces Available). For this inventory of existing facilities, all classrooms in temporary, portable, former military or similar buildings, should be considered inadequate and not included in this inventory. Certain rooms in permanent buildings also may be judged inadequate.

3) Subtract Column 10 from Column 9 to determine the number of teaching spaces needed.

SECTION A
CLASSROOM ASSIGNMENT

CURRICULUM ANALYSIS
Student Hour Enrollme

_____College

_____Department

_____Sub-department or Subject

Directions
- Use a separate line for each instructor
- Use a separate YELLOW form for each lecture co
- Use a separate WHITE form for each laboratory
- Transfer from column 4 the "ED" totals to the line of its related department in column 1 on

KEY: hr.=Hour of day class meets (e.g. 8:00-8:30)
E=Class Enrollment
D=Number of days class meets per week
ED=Student hours (class enrollment times number of days class meets per week)

| -1- INSTRUCTOR | -2- COURSE | -3- 1st hr. E | D | ED | 2nd hr. E | D | ED | 3rd hr. E | D | ED | 4th hr. E | D | ED | 5th hr. E | D | ED | 6th E |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
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| | TOTAL ED | | | | | | | | | | | | | | | | |

**CURRICULUM ANALYSIS**
**Student Hour Enrollment**

Page Number_____
Date_____

"Prepared by"
Ariz. J.C. Facilities
Project Form #II, 1967

e line for each instructor
e YELLOW form for each lecture course
e WHITE form for each laboratory course
column 4 the "ED" totals to the proper subject
elated department in column 1 on Form B

meets (e.g. 8:00-8:30)
meets per week
enrollment times
meets per week)

-3-

FACTS:
Class meets___1st hour
Enrollment___ 32
Days class meets per week - 3
ED_____ 32x3=96

EXAMPLE:

| 1st hr. 8:00-8:50 | | |
|---|---|---|
| E | D | ED |
| 32 | 3 | 96 |

-4-

TOTAL ED

| hr. | | 4th hr. | | | 5th hr. | | | 6th hr. | | | 7th hr. | | | 8th hr. | | | 9th hr. | | | 10th hr. | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| D | ED | E | D | ED | E | D | ED | E | D | ED | E | D | ED | E | D | ED | E | D | ED | E | D | ED |
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CURRICULUM ANALYSIS
Student Hour Enrollme

SECTION A
Laboratory Assignments

_____ College

_____ Department

_____ Sub-department or Subject

**Directions**
- Use a separate line for each instructor
- Use a separate YELLOW form for each lecture co
- Use a separate WHITE form for each laboratory
- Transfer from column 4 the "ED" totals to the line of its related department in column 1 on

KEY: hr.=Hour of day class meets (e.g. 8:00-8:30)
E=Class Enrollment
D=Number of days class meets per week
ED=Student hours (class enrollment times number of days class meets per week)

| -1- INSTRUCTOR | -2- COURSE | -3- | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 1st hr. | | | 2nd hr. | | | 3rd hr. | | | 4th hr. | | | 5th hr. | | | 6th |
| | | E | D | ED | E | D | ED | E | D | ED | E | D | ED | E | D | ED | E |
| | | | | | | | | | | | | | | | | | |
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| | TOTAL ED | | | | | | | | | | | | | | | | |

CURRICULUM ANALYSIS
Student Hour Enrollment

Page Number_____
Date_____

"Prepared by"
Ariz. J.C. Facilities
Project Form #II, 1967

line for each instructor
YELLOW form for each lecture course
WHITE form for each laboratory course
column 4 the "ED" totals to the proper subject
lated department in column 1 on Form B

eets (e.g. 8:00-8:30)
-3-
meets per week
enrollment times
meets per week)

FACTS:
Class meets__1st hour
Enrollment__32
Days class meets per week - 3
ED_____ 32x3=96

EXAMPLE:

| 1st hr. 8:00-8:50 | | |
|---|---|---|
| E | D | ED |
| 32 | 3 | 96 |

-4-
TOTAL ED

| r. | | 4th hr. | | | 5th hr. | | | 6th hr. | | | 7th hr. | | | 8th hr. | | | 9th hr. | | | 10th hr. | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| D | ED | E | D | ED | E | D | ED | E | D | ED | E | D | ED | E | D | ED | E | D | ED | E | D | ED |
| | | | | | | | | | | | | | | | | | | | | | | |
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**CURRICULUM ANALYSIS**
**Cover Page**

**ITEM** **SECTION B**

1. College_____ Location_____
2. Date of Survey_____ Done By_____
3. Predicted "full time"_____ Year_____
4. Present "full time" enrollment_____
5. Predicted Increase_____
6. Working Factor (line 3 ÷ 4)_____
7. Present grand total student hrs. per/wk_____ Year___
8. Future grand total student hrs. per/wk_____ Year (1

Summary of Instructions for Completing Section B

1. Fill spaces above with appropriate entries.
2. On the sheets that follow:
   a. In Column 1 place student hours per week for each course from Column 4, Sect
   b. Divide Item 7 (above) into Column 1 entries to calculate Column 2 (percentag
3. Column 3 is determined at the first conference. (see complete instructions for gu
4. Multiply Column 3 by Item 8 above to get Future Student Hours Per Week for Column
5. Class size (Column 5) is determined at the first conference.
6. Divide Column 4 by Column 5 to determine class groups per week (Column 6).
7. Divide Column 6 by hours available for scheduling (Column 7) determined at first c
   This will give the Computed Teaching Space Needs (Column 8).
8. Column 8 figures should be adjusted at the second conference to yield the whole nu
9. Decisions regarding adequacy of present facilities should be determined at the sec
   (If being used for new college this column is "0".)
10. Teaching spaces required Column 10.

Ariz. J.C. Facilities Project
Form #II, 1967

CURRICULUM ANALYSIS
Cover Page

SECTION B

Location_____

Done By_____

Year_____

_____ Year_____

_____ Year (line 7 x line 6)_____

for each course from Column 4, Section A.
es to calculate Column 2 (percentage stud./hrs./week).
(see complete instructions for guidance)
Student Hours Per Week for Column 4.
t conference.
groups per week (Column 6).
ng (Column 7) determined at first conference.
s (Column 8).
nd conference to yield the whole numbers for Column 9.
ies should be determined at the second conference.
0".)

URRICULUM ANALYSIS
ollege_____
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FORM B - PAGE 1

Ariz.J.C. Fa
Project Form

| | | (1) | (2) | (3) | (4) | (5) | (6) |
|---|---|---|---|---|---|---|---|
| Department | Subject | Present student hours per week | Per cent of total student hours per week | Future adjusted per cent student hours/wk. | Future student hours per week | Class size--(College policy) | Class groups per week |
| "Liberal Arts" or courses using general classrooms | English | | | | | | |
| | Reading Lab. | | | | | | |
| | Drama - Speech | | | | | | |
| | Foreign Language | | | | | | |
| | Mathematics | | | | | | |
| | Social Science | | | | | | |
| | Anthropology | | | | | | |
| | Economics | | | | | | |
| | Geography | | | | | | |
| | History | | | | | | |
| | Humanities | | | | | | |
| | Orientation | | | | | | |
| | Philosophy | | | | | | |
| | Political Science | | | | | | |
| | Psychology | | | | | | |
| | Sociology | | | | | | |
| | Library Science | | | | | | |
| | Introduction to Ed. | | | | | | |
| | | | | | | | |
| Art | Art Appreciation, History, Theory | | | | | | |
| | Drawing - Painting | | | | | | |
| | Crafts | | | | | | |
| | Photography /Lecture | | | | | | |
| | Lab. | | | | | | |
| | | | | | | | |
| Music | Music Hist., Theory, Appreciation, Lect. | | | | | | |
| | Choral | | | | | | |
| | Instrumental (Practice groups) | | | | | | |

RM B - PAGE 1

Ariz.J.C. Facilities
Project Form #II, 1967

| re sted cent ent s/wk. | (4) Future student hours per week | (5) Class size-- (College policy) | (6) Class groups per week | (7) Hours avail-able for sched-uling | (8) Computed teaching spaces needed | (9) Adjusted teaching spaces needed | (10) Adequate teaching spaces available | (11) Additional teaching spaces needed |
|---|---|---|---|---|---|---|---|---|
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URRICULUM ANALYSIS
ollege_____
ate _____

FORM B - PAGE 2

| Department | Subject | (1) Present student hours per week | (2) Per cent of total student hours per week | (3) Future adjusted per cent student hours/wk. | (4) Future student hours per week | (5) Class size-- (College policy) | (6) Class groups per week | (7) Hours availabl for sch uling |
|---|---|---|---|---|---|---|---|---|
| Business | Accounting, Bkkpg. | | | | | | | |
| | Typing, Shorthand | | | | | | | |
| | Office Trng. (Mach.) | | | | | | | |
| | Business English | | | | | | | |
| | Law, Math., etc. | | | | | | | |
| | Distributive Educ. | | | | | | | |
| | Data Processing | | | | | | | |
| | Human Relations | | | | | | | |
| | Marketing | | | | | | | |
| | Sales | | | | | | | |
| | Work Experience | | | | | | | |
| | Function of Business | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Life Science | Biol., Zool., Bact. Lecture | | | | | | | |
| | Lab. | | | | | | | |
| | Anatomy, Physiol. Lecture | | | | | | | |
| | Lab. | | | | | | | |
| | Botany, Nature Study Lecture | | | | | | | |
| | Lab. | | | | | | | |
| Home Econ. & Nursing | Home Econ. Lecture | | | | | | | |
| | & Lab. Combined | | | | | | | |
| | Nursing R.N. Program | | | | | | | |
| | L.V.N. Program | | | | | | | |
| | Dental Assist. | | | | | | | |
| | Medical Assist. | | | | | | | |
| | | | | | | | | |

FORM B - PAGE 2

| ) | (5) | (6) | (7) | (8) | (9) | (10) | (11) |
|---|---|---|---|---|---|---|---|
| ture dent urs week | Class size--(College policy) | Class groups per week | Hours available for scheduling | Computed teaching spaces needed | Adjusted teaching spaces needed | Adequate teaching spaces available | Additional teaching spaces needed |
| | | | | | | | |
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RRICULUM ANALYSIS
llege_____
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FORM B - PAGE 3

| Department | Subject | (1) Present student hours per week | (2) Per cent of total student hours per week | (3) Future adjusted per cent student hours/wk. | (4) Future student hours per week | (5) Class size (College policy) | (6) Class groups per week | (7) Hours availab for sch uling |
|---|---|---|---|---|---|---|---|---|
| Phys. Ed. | Health Education | | | | | | | |
| | Hygiene | | | | | | | |
| | First Aid | | | | | | | |
| | Coaching | | | | | | | |
| | Calisthenics & Games | | | | | | | |
| | Outdoor | | | | | | | |
| Physical Science | Physical Science, Lec. | | | | | | | |
| | Lab. | | | | | | | |
| | Geology, Lecture | | | | | | | |
| | Lab. | | | | | | | |
| | Astronomy | | | | | | | |
| | Meteorology | | | | | | | |
| | Chemistry, Lecture | | | | | | | |
| | Lab. | | | | | | | |
| | Physics, Lecture | | | | | | | |
| | Lab. | | | | | | | |
| Funds of Sci. | or Man & His Phy.Wld. | | | | | | | |
| Engineering | Strength of Mat. Statics | | | | | | | |
| | Engineering Drawing | | | | | | | |
| | Surveying | | | | | | | |
| | | | | | | | | |
| Vocational, Technical and Industrial | Aero Ground School | | | | | | | |
| | Architectural Draft. | | | | | | | |
| | Aviation Mechan. | | | | | | | |
| | Agriculture, Lecture | | | | | | | |
| | Lab. | | | | | | | |
| | Building Trades | | | | | | | |
| | Electronics, Lecture | | | | | | | |
| | Lab. | | | | | | | |
| | Law Enforcement | | | | | | | |
| | Technical Drafting | | | | | | | |

FORM B - PAGE 3

| (4) Future student hours per week | (5) Class size (College policy) | (6) Class groups per week | (7) Hours available for scheduling | (8) Computed teaching spaces needed | (9) Adjusted teaching spaces needed | (10) Adequate teaching spaces available | (11) Additional teaching spaces needed |
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URRICULUM ANALYSIS
ollege_____
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FORM B - PAGE 4

| Department | Subject | (1) Present student hours per week | (2) Per cent of total student hours per week | (3) Future adjusted per cent student hours/wk. | (4) Future student hours per week | (5) Class size (College policy) | (6) Class groups per week | (7) Hours availa for sc uling |
|---|---|---|---|---|---|---|---|---|
| Vocational, Technical, and Industrial, con't | Shops: | | | | | | | |
| | Automotive | | | | | | | |
| | Machine | | | | | | | |
| | Metals | | | | | | | |
| | Welding | | | | | | | |
| | Refrig. | | | | | | | |
| | Power Plants | | | | | | | |
| | Lect. Heavy Equip. | | | | | | | |
| | Lab. Heavy Equip. | | | | | | | |

FORM B - PAGE 4

| (4) Future student hours per week | (5) Class size (College policy) | (6) Class groups per week | (7) Hours available for scheduling | (8) Computed teaching spaces needed | (9) Adjusted teaching spaces needed | (10) Adequate teaching spaces available | (11) Additional teaching spaces needed |
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College_____

SECTION B - SUMMARY
Number and Capacity of Additional Teaching

| | | Phase I 19___,19___ | | | | | | Phase 19___, |
|---|---|---|---|---|---|---|---|---|
| Classrooms | Number | | | | | | | |
| | Capacity* | | | | | | | |
| Laboratories & Shops (List Kinds) | Number | | | | | | | |
| | Capacity* | | | | | | | |
| | Number | | | | | | | |
| | Capacity* | | | | | | | |
| | Number | | | | | | | |
| | Capacity* | | | | | | | |
| | Number | | | | | | | |
| | Capacity* | | | | | | | |
| | Number | | | | | | | |
| | Capacity* | | | | | | | |
| Activity Areas (List Kinds) | Number | | | | | | | |
| | Capacity* | | | | | | | |
| | Number | | | | | | | |
| | Capacity* | | | | | | | |
| | Number | | | | | | | |
| | Capacity* | | | | | | | |

* Indicate Capacity [i.e. - 15(seminar), 30(small), 45(medium), 90(large)]

Groupings

SECTION B - SUMMARY

Ariz. J.C. Facilities Project
Form #II, 1967

Capacity of Additional Teaching Spaces Needed

| I<br>9___ | Phase II<br>19___,19___ | Phase III<br>19___,19___ |
|---|---|---|
| | | |
| | | |
| | | |

College _____
Project _____

ARIZONA STATE BOARD OF DIRECT
FOR JUNIOR COLLEGES
Office of the Executive Direc

| | | Space Allocation* | | | | |
|---|---|---|---|---|---|---|
| | | Last Year | | Current Year | | Pha |
| | | 19__,19__ Construction Size | 19__,19__ Usable Space | 19__,19__ Construction Size | 19__,19__ Usable Space | 19__,19__ Construction Size |
| I. | INSTRUCTIONAL & LIBRARY FACILITIES | | | | | |
| | General Classrooms | | | | | |
| | Instructional Labs and Shops | | | | | |
| | Other Teaching Facilities | | | | | |
| | PE Rooms | | | | | |
| | Other | | | | | |
| | Service Areas for Teaching Facilities | | | | | |
| | Library Facilities | | | | | |
| | Faculty Office Area | | | | | |
| II. | INSTRUCTION - RELATED FACILITIES | | | | | |
| | Research Facilities | | | | | |
| | Admin. Facilities | | | | | |
| | Student Study Facil. | | | | | |
| | Other Instruction-Related Facilities - Instructional TV Control & Studio | | | | | |

* Categorization and allocation of space based upon definitions of O.E. Regulation OE
** To be based upon the preliminary architectural drawings

ARIZONA STATE BOARD OF DIRECTORS
FOR JUNIOR COLLEGES
Office of the Executive Director

Ariz. J. C. Facilities Project
Form #III, 1967

| Space Allocation* | | | | PROJECTED** | | | |
|---|---|---|---|---|---|---|---|
| Current Year | | Phase I | | Phase II | | Phase III | |
| 19__,19__ tion | 19__,19__ Usable Space | 19__,19__ Construction Size | 19__,19__ Usable Space | 19__,19__ Construction Size | 19__,19__ Usable Space | 19__,19__ Construction Size | 19__,19__ Usable Space |
| | | | | | | | |
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finitions of O.E. Regulation OE - 51008, 1964
ngs

| | Last Year | | Current Year | | |
|---|---|---|---|---|---|
| | 19__,19__ Construction Size | 19__,19__ Usable Space | 19__,19__ Construction Size | 19__,19__ Usable Space | 19__,19__ Construct Size |
| II. INSTRUCTION - RELATED FACILITIES (Continued) | | | | | |
| -Programmed Instr.- -Central Computer Facilities | | | | | |
| -Musuem | | | | | |
| -Auditorium or Theater | | | | | |
| -Conference Rooms | | | | | |
| -Green House | | | | | |
| -Animal Room | | | | | |
| SUB TOTAL | | | | | |
| III. RELATED SUPPORTING FACILITIES | | | | | |
| :Areas necessary for utilization, maintenance and operation of academic facilities including building service area and circulation areas. (Identify by building) | | | | | |
| - | | | | | |
| - | | | | | |
| - | | | | | |
| SUB TOTAL | | | | | |
| IV. AUXILIARY ENTERPRISES | | | | | |
| Residence Halls | | | | | |
| Food Service | | | | | |

| Current Year | | PROJECTED | | | | | |
|---|---|---|---|---|---|---|---|
| | | Phase I | | Phase II | | Phase III | |
| __,19__ Construction Size | 19__,19__ Usable Space | 19__,19__ Construction Size | 19__,19__ Usable Space | 19__,19__ Construction Size | 19__,19__ Usable Space | 19__,19__ Construction Size | 19__,19__ Usable Space |
| | | | | | | | |
| | | | | | | | |
| | | | | | | |

| | Last Year | | Current Year | | Phase |
|---|---|---|---|---|---|
| | 19__,19__ Construction Size | 19__,19__ Usable Space | 19__,19__ Construction Size | 19__,19__ Usable Space | 19__,19__ Construction Size |
| IV. AUXILIARY ENTERPRISES (Continued) | | | | | |
| Student Center | | | | | |
| Health Center | | | | | |
| Other Service-Type Buildings | | | | | |
| SUB TOTAL | | | | | |
| GRAND TOTAL | | | | | |

Space Utilization*

| Percentage** of Use for..... | Last Year 19__,19__ | Current Year 19___,19___ | Phase I 19___,19___ |
|---|---|---|---|
| Classrooms (%) | | | |
| Laboratories (%) | | | |
| Activity Areas (%)*** | | | |

* As of October 1

** Based on 5 days x 7 hrs/day for daytime enrollments and for instructional purposes on
Utilization Goal: Classrooms - 80%; Laboratories - 70%; Activity Areas - 70%.

*** Music practice rooms, art studios, gymnasium, theater or auditorium, etc.

| rrent Year<br>9__<br>ction<br>e | 19__,19__<br>Usable<br>Space | PROJECTED<br>Phase I<br>19__,19__<br>Construction<br>Size | 19__,19__<br>Usable<br>Space | Phase II<br>19__,19__<br>Construction<br>Size | 19__,19__<br>Usable<br>Space | Phase III<br>19__,19__<br>Construction<br>Size | 19__,19__<br>Usable<br>Space |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Space Utilization*

| rrent Year<br>__,19__ | Phase I<br>19__,19__ | Phase II<br>19__,19__ | Phase III<br>19__,19__ |
|---|---|---|---|
| | | | |
| | | | |
| | | | |

and for instructional purposes only.
70%; Activity Areas - 70%.
er or auditorium, etc.

College_____
Project_____

Ariz. J. C. Facilities Project
Form #IV, 1967

ARIZONA STATE BOARD OF DIRECTORS
FOR JUNIOR COLLEGES
Office of the Executive Director

## Financial Analysis

| | Current Funds 19___,19___ | Estimated Additional Funds Available Current Year 19___,19___ | Estimated Additional Funds Available Next Year 19___,19___ | Total Funds Available For Project |
|---|---|---|---|---|
| State Aid - Capital Outlay | $_____ | $_____ | $_____ | $_____ |
| Special District Levy | $_____ | $_____ | $_____ | $_____ |
| General Obligation Bonds | $_____ | $_____ | $_____ | $_____ |
| Revenue Bonds (Identify) | $_____ | $_____ | $_____ | $_____ |
| Federal Funds (Identify) | $_____ | $_____ | $_____ | $_____ |
| Other State Funds (Identify) | $_____ | $_____ | $_____ | $_____ |
| Other (Identify) | $_____ | $_____ | $_____ | $_____ |
| | TOTAL $_____ | TOTAL $_____ | TOTAL $_____ | GRAND TOTAL $_____ |

Ariz. J.C. Facilities Project
Form #V, 1967

ARIZONA STATE BOARD OF DIRECTORS
FOR JUNIOR COLLEGES
Office of the Executive Director

## Architect's Analysis
## Section A

Check items appearing on plans and in specifications submitted for approval

1. General Instructions

   a. ( ) Architect's name, county, district, and college name
   b. ( ) Date of drawing and date of all revisions

2. Site Plan

   a. ( ) Scale
   b. ( ) Point of Compass and data on prevailing and storm winds, where significant
   c. ( ) Copy of engineer's survey (engineer's survey to be furnished by district)
   d. ( ) Topographical conditions and easements
   e. ( ) Existing and proposed grades
   f. ( ) Size and shape of entire site with over-all dimensions
   g. ( ) Number of acres - gross
   h. ( ) Number of acres - usable
   i. ( ) Possible future land acquisition
   j. ( ) Existing adjacent streets, highways, curbs, gutters, sidewalks, railroads, etc. (designate major highways, country roads, or residential streets)
   k. ( ) Location of utility services and on-site distribution
   l. ( ) Existing buildings or structures to be demolished (if any)
   m. ( ) Existing buildings or structures to remain (if any)
   n. ( ) Complete layout of building facilities, including dormitories, corridors, and covered walks - ( ) existing, ( ) proposed new, ( ) future enrollment, to be master planned

3. Site Development

   ( ) Off-site work contemplated in project (streets, curbs, gutters, sidewalks, etc.)

   Service on-site development (above normal)

   a. ( ) Rough grading, ( ) Fill, ( ) Retaining walls
   b. ( ) Drainage (catch basin, etc.), ( ) Erosion control
   c. ( ) Other

   General on-site development (normal)

   a. ( ) Outdoor physical education teaching stations and playfield development - ( ) Existing, ( ) Proposed new, ( ) Future

General on-site development ( Continued)

b. ( ) Parking (capacity)
c. ( ) Bus loading zone
d. ( ) All turfed areas (indicate sprinklers, if any)
e. ( ) Walks, driveways, paved areas, fencing, walls, location of incinerator, if any, and location of flagpole

4. Floor plans of proposed buildings

a. ( ) Over-all dimensions of buildings
b. ( ) Location, sizes and functions of all rooms
c. ( ) Indication of non-structural or flexible interior walls
d. ( ) Location of all doors, windows, and required exit facilities
e. ( ) Suggested equipment and casework, chalkboard, tackboard, bulletin boards, etc.
f. ( ) Seating capacity of auditorium, little theater, etc.
g. ( ) Location of drinking fountains, toilets, janitor room, and hose bibbs

5. General description of:

a. ( ) Type of construction and materials
b. ( ) Acoustical adequacy of all spaces
c. ( ) Aesthetic features of proposed design, etc.
d. ( ) Any other elements of the plan which will help responsible officials to better understand the proposed plant design

6. Typical gross sections (not less than 1/8" = 1' scale)

Show typical cross sections through classrooms and corridor or covered passages, auditorium library, gymnasium, and other major buildings

a. ( ) Approximate clear ceiling heights
b. ( ) Approximate height of window sills from floor
c. ( ) Location of vented sash
d. ( ) Clear widths of corridors (indicate overhang and paved area)

7. Elevations (not less than 1/8" = 1' scale)

a. ( ) Principal interior elevations showing casework, chalkboard, tackboard area, etc.
b. ( ) Principal exterior elevations showing window venting, doors, etc.

8. Description of:

a. ( ) Types of heating, ventilating, and air conditioning systems including air change information, etc.
b. ( ) Daylighting systems:
    ( ) Source size, location
    ( ) Source brightness (estimate)
    ( ) Control media such as low transmission glass, louvers, overhangs, etc.
    ( ) Anticipated lighting levels

8. Description of: (Continued)

c. ( ) Electric lighting systems:
   ( ) Source type and location, mounting heights, etc.
   ( ) Source compliance to American Standards Association Scissors Curve Limitations
   ( ) Light distribution patterns
   ( ) Brightness ratios anticipated between light sources and major interior surfaces
   ( ) Maintained lighting levels

d. ( ) Use of color and materials as related to light reflectivity of finished surfaces

ARIZONA STATE BOARD OF DIRECTORS
FOR JUNIOR COLLEGES
Office of the Executive Director

Tentative Estimate of Project Costs
Section B

A. Acquisition of Site
1. Purchase price of property.....$_____
2. Appraisals.....$_____
3. Boundary survey.....$_____
4. Other costs.....$_____
5. Total - Acquisition of Site.....$_____

B. Surveys and Plans
1. Architect's fee.....$_____
2. Topographical surveys.....$_____
3. Preliminary tests.....$_____
4. Other costs or fees.....$_____
5. Total - Surveys and Plans.....$_____

C. Construction
1. Site Development
a. Utility services.....$_____
b. Off-site development....$_____
c. Service on-site development....$_____
d. General on-site development including fixed playfield equip't.....$_____
e. Sub-total Site Development.....$_____

2. General Construction
a. Demolition.....$_____
b. Reconstruction.....$_____
c. New construction.....$_____
d. Sub-total General Construction.....$_____

3. Total - Construction.....$_____

D. Tests - Construction.....$_____

E. Inspection.....$_____

F. Furniture and Movable Equipment (except playfield equip't.$_____

Total - Items A through F.....$_____

G. Contingencies (not to exceed 10% of the first $50,000 of the total shown for Items A through F, plus 5% of any amount in excess of $50,000).....$_____

H. Total Estimated Cost, including Contingencies (Items A through G).....$_____

Ariz. J.C. Facilities Project
Form #VI, 1967

College_____
Project_____

ARIZONA STATE BOARD OF DIRECTORS
FOR JUNIOR COLLEGES
Office of the Executive Director

## Financial Feasibility

### Method of Financing

1. District Funds:
   a. Current budget funds $_____
   b. Bond funds (voted - date_____) $_____
   c. Bond funds (to be voted - date)_____) $_____

2. State Funds:
   a. Original matching $_____
   b. Yearly capital outlay--apportionment $_____

3. Federal Funds:
   a. $_____
   b. $_____

4. Other Funds: (explain) $_____

   Total Funds Available $_____

   Estimated Project Cost (Item H, Form V) $_____

### List of Planning Participants

Names of principal planning consultants on this project including project architects, engineers, district staff, state personnel, etc.

### Signatures and Dates

Signed_____ Date_____
Financial Advisor

Signed_____ Date_____
Architect

Approved:
State Board of Directors
for Junior Colleges

By_____

Date_____

Approved:
Governing Board of

_____

By_____

Date_____